



## State of Nevada – Department Of Personnel

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### CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>BENEFITS CONTRACT ANALYST</b>	<b>37</b>	<b>B</b>	<b>7.309</b>

Under the direction of an assigned supervisor, organize, coordinate and participate in the development and administration of contracts for State employees' benefits including health, life, dental, vision, long-term disability and related supplemental plans; research, compile, analyze and evaluate benefits information to ensure contracts are technically correct and meet established requirements; manage existing contracts by ensuring compliance with all stated terms and conditions.

Research and analyze information from a wide variety of sources to identify and locate potential service providers suitable for fulfilling contract requirements.

Write requests for proposal using the format recommended by the Attorney General's Office, customizing the document as required; interview agency staff and management and others to obtain technical and specialized information concerning the type, scope, quality and timeliness of services to be procured; determine project-specific definitions, geographic areas, time frames and related parameters.

Work closely with Purchasing Division staff to ensure the legality and objectivity of each step in the procurement process; conduct bidders' conferences as required.

Recruit and select evaluation committee members who are experienced in the service area, unbiased, and have no conflict of interest in the final contract award.

Develop scoring criteria using the content of requests for proposal and input from staff and management concerning the priority and relative weights of requirements; average the scores of raters and submit finalists to the Public Employees' Benefits Board for review and final award.

Write draft contracts using requests for proposal and proposals submitted by successful bidders; review terms, costs and conditions and submit to appropriate entities for review/approval which may include Risk Management, the Executive Officer of the Public Employees' Benefits Program, Board of Examiners, Insurance Division, Attorney General's Office and others; facilitate and track the signature process.

Evaluate and monitor benefits contracts to ensure consistency, uniformity and cost-effectiveness in providing services and benefits for State health plan participants in accordance with established State and federal laws and regulations as well as agency policies.

Respond to written claim appeals and customer complaints as required.

Prepare, maintain, review, coordinate and manage other business-related contracts and service agreements for the agency.

Perform related duties as assigned.

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### **MINIMUM QUALIFICATIONS**

**EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college or university in business or public administration, social science or related field and three years of professional experience in a contract development/management environment which included vendor/client relations; preparation of bid specifications and requests for proposal; development of selection criteria; and coordination of negotiations; **OR** an equivalent combination of education and experience.

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):

**Working knowledge of:** methods and processes used in contract development and management; oral and written communication skills; preparation of bid specifications and other documents related to the procurement of services; customer service skills; criteria used to draft and evaluate requests for proposal including cost, timelines, deliverables, services and performance measures; operation of computer equipment including word processing, database management and spreadsheet software; interpersonal and organizational skills; mathematical processes sufficient to make accurate computations. **General knowledge of:** public sector procurement processes. **Ability to:** write requests for proposal, contracts, amendments, letters of agreement, correspondence, reports and other technical materials using correct English grammar, punctuation, spelling and vocabulary; read, interpret and follow complex rules, regulations and policies; coordinate negotiations between vendors and the agency; monitor contract compliance; work cooperatively with agency staff and management, vendors, contractors, regulatory agencies and others; resolve contract issues and problems; research and analyze technical information.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES** (typically acquired on the job):

**Working knowledge of:** agency policies and procedures related to employee health plan contract development and administration; vendors that specialize in providing health-related contracted services; laws, regulations and State policies related to contract administration.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

7.309

ESTABLISHED: 10/8/01R  
7/5/02UC